



DEPARTMENT OF HEALTH AND HUMAN SERVICES



READVERTISED TO SOLICIT ADDITIONAL APPLICANTS.

VACANCY ANNOUNCEMENT

CP-08-020 - B

OPENING DATE

10-15-2008

CLOSING DATE

10-28-2008

POSITION

Utility Systems Repair Operator

LOCATION AND DUTY STATION

Crownpoint Service Unit
Division of Administrative Services, Facility Management
Crownpoint NM

GRADE/SALARY

WG-4742-10 \$23.84 per hour

NUMBER OF VACANCIES: 01 (One)

APPOINTMENT

☒ PERMANENT

WORK SCHEDULE

☒ FULL TIME

AREA OF CONSIDERATION

☒ COMMUTING AREA WIDE

PROMOTION POTENTIAL

☒ NO KNOWN POTENTIAL

SUPERVISORY/MANAGERIAL

☒ NO

HOUSING

☒ PRIVATE HOUSING ONLY

TRAVEL/MOVING EXPENSE

☒ Relocation expenses will not be paid.

DUTIES: The purpose of this position is to maintain, operate, and repair major equipment in the Crownpoint Healthcare Facility. The purpose of this position is to maintain, operate, and repair major equipment in the hospital and two outlying clinics including two 100 HP hot water boilers, two 60 HP high pressure steam boilers and five low pressure steam boilers; three 80 ton water cooled type condenser system; and air compressors, vacuum pumps, and related equipment required to provide utility services and environmental control for a 25 bed hospital. The incumbent maintains, operates, and repairs two gas fired hot water boilers and two electric high pressure steam boilers and five LP steam boilers. Operates and repairs auxiliary equipment including vacuum pumps, gas regulators, air compressors, feed water pumps and regulators, forced draft fans pressure controls, and safety controls. Performs hydrostatic tests and, if tests are satisfactory, places boiler in service. Maintains, operates and repairs in cooperation with the Air Conditional Mechanic, three 80 ton water cooled type condenser chillers that supply chilled water to five air-handling units throughout the Hospital for air conditioning. Maintains and repairs five zone air-handling units which have chilled and hot water coils, humidifiers and numerous fans and motors from one to forty horsepower. Starts, regulates and stops units as necessary, resets temperature controls and steam spray valves for humidity controls and records all gage readings. Maintains, operates and repairs one 500 KW emergency electrical generator. Tests generator under loaded conditions once each week, reads and records data including line load amperes, operating voltage and frequency to comply with requirements. Modifies and repairs all low and high pressure steam lines, repairs, modifies, and installs new and existing steam piping systems and equipment such as expansion tanks, condensate pumps, circulating pumps, pressure reducing values, steam traps and strainers, pneumatic steam valves, electrically operated valves, hot water mixing stations and return water pumps. May be required to repair and overhaul steam equipment used in diet kitchen including steam tables. Maintains all work areas including boiler plant, air handling stations and outside areas around emergency generator, bulk oxygen storage tanks and condensing units in a neat and clean manner. Floors of include work areas will be kept clean and painted. Maintains graphs and charts on conversion of fuel and water to steam. Maintains log of volume and pressure on bulk oxygen and lp gas storage tanks. Subject to call back after normal duty hours in the event of emergencies related to buildings, utilities, and equipment of the hospital. Work involved in these emergency situations may be in the trades of electrical, plumbing, heating, air conditioning, carpentry work, and painting. Develops and maintains preventative maintenance task sheets for each piece of equipment and consults with the Maintenance Foreman to determine the appropriate frequency of each task. Maintains preventative maintenance and repair records utilizing computerized maintenance system. Performs all duties safely by complying with hospital and departmental safety policies and procedures; and industry safety practices. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A TOBACCO -FREE ENVIRONMENT.

THIS OFFICE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES. APPLICATIONS MAILED USING GOVERNMENT POSTAGE OR THRU AN INTERNAL GOVERNMENT MAIL SYSTEM WILL NOT BE CONSIDERED.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC REQUIREMENTS: The Supplemental Experience Statement attached to this vacancy announcement has been prepared as an aid in preparing your knowledge, skills and abilities related to the job elements required for this position. Failure to submit Supplemental Experience Statement may result in not receiving proper credit for experience.

ELEMENT A: ABILITY TO PERFORM THE DUTIES OF A UTILITY SYSTEMS REPAIRER OPERATOR WITHOUT MORE THAN NORMAL SUPERVISION. - (screen out)
ELEMENT B: KNOWLEDGE OF EQUIPMENT, ASSEMBLY, INSTALLATION, REPAIR, ETC.
ELEMENT C: TECHNICAL PRACTICES (THEORETICAL, PRECISE, ARTISTIC).
ELEMENT D: USE OF MEASURING INSTRUMENTS.
ELEMENT E: ABILITY TO INTERPRET INSTRUCTIONS, SPECIFICATIONS, ETC., INCLUDES BLUEPRINT READING.
ELEMENT F: ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT.
ELEMENT G: KNOWLEDGE OF MATERIALS.

SELECTIVE PLACEMENT FACTOR: None

SHIFT WORK: Incumbent may be required to work on rotating shifts, both on weekdays and weekends, to provide necessary coverage. Required as an incidental duty to operate government-owned or leased vehicles in the performance of assigned duties. Incumbent must possess and retain a current and valid State Driver's license.

PHYSICAL EFFORT: Exerts physical effort in stretching such as turning valves, climbing and working at heights on ladders and catwalks, and working in prone and stooped positions. Works in cramped and confined areas such as interior of boilers and around mechanical equipment located in crawl spaces.

WORKING CONDITIONS: The incumbent will work in confined spaces where dust and ashes are present, and will be subject to the heat hazards of boiler bursts, scalding water, and steam and flare back of combustion flames. Works in areas where there is danger of electrical shock and where there may be toxic amounts of gases and caustic or other chemical burns.

CONDITIONS OF EMPLOYMENT: Immunization requirement – Upon employment, all persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

*****NOTE*****Refer to OPM Handbook X-118C series WG-4742 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Personnel Office.

WHO MAY APPLY: Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and Competitive Service Employees or Reinstatement eligibles entitled to Indian preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" or Resume, whether their application is submitted under the IHS Excepted Examining Plan, the IHS Area Merit Promotion Plan or both.

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Federal service who are entitled to Indian preference.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP). If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice of a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current of former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 title 5 United States Code.
2. Be applying for a position at or below the grade level of the position for which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria e.g., submit all required documentation, etc.)
6. Be rated well qualified for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the Crownpoint Healthcare Facility, Department of Human Resources, P.O. Box 358, Crownpoint, New Mexico 87313 by 4:30 p.m. on the closing date.

1. OF-612 – Optional Application for Federal Employment; or
2. SF-171 – Application for Federal Employment; or
3. Resume *; or...
4. any other written application format;
5. A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.
6. Declaration for Federal Employment" (OF-306) and Addendum must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application; you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

If you are applying under the Merit Promotion Plan you must submit a copy of your most recent performance appraisal and a copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.

For more information contact: Victoria J Pablo, HR Specialist, 505-786-6213 – victoria.pablo@ihs.gov

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

*** INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip codes) and day and evening phone numbers (with Area Codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans; Preference Certificate - DD-214, indicating Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest federal civilian grade held (give series and dates held);
8. High School - Name, City, State (zip code if known), and date of diploma or GED.
9. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no degree show total semester or quarter hours earned). (attach transcript);

10. Work Experience (paid and non-paid) - Job title, duties and accomplishments, Employer's Name and Address, Supervisor's names and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current supervisor;
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATE: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/Victoria J Pablo 06-20-2008/07-08-08/10-14-2008

HUMAN RESOURCES CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CP-08-020-a. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON DECLARATION OF FEDERAL EMPLOYMENT FORM (OF-306).

SUPPLEMENTAL EXPERIENCE STATEMENT
UTILITY SYSTEMS REPAIRER OPERATOR, WG-4742-10
(To accompany application for Federal Employment)

NAME: _____ (First, Middle, Maiden (IF Any), Last) Social Security Number _____

NOTE TO APPLICANTS: Use columns II and III to answer questions to Column I. Use additional plan sheets of paper if needed. Below you will find a questionnaire, which you are requested to complete as part of your application for this position. Answer all the questions as best you can. It will be to your advantage to give as much information as possible about your ability to do this work.

Column I	Column II Indicate Job No. or Experience Block on application to which this refers.	Column III In this column, write your answers to the questions in Column I. Be sure to include any and all Maintenance Mechanic work such as military service; part or full-time, volunteer or unpaid work such as in clubs, church, community service work, and hobbies. etc. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade.
ELEMENT A: Ability to perform the duties of a <u>Utility Systems Repairer</u> <u>Operator</u> without more than normal supervision. Tell about experience you have had that shows you can work on the basis of your own judgment. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. What responsibility have you been given on jobs in the Armed Forces, in your community, etc.?		

Column I	Column II Indicate ob No. or Experience Block on Application to which this refers.	Column III In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade. Tell experience applicable to the position, paid or not paid, part or full-time and hobbies appropriate to the job.
<p><u>ELEMENT B: KNOWLEDGE OF EQUIPMENT, ASSEMBLY, INSTALLATION, REPAIR, ETC.</u> List the kinds of equipment you had to assemble, make, install, test, repair, etc., and show type and size of equipment, and where you worked with each. Write the number of each statement that applies to your experience and give examples of work you did.</p> <ol style="list-style-type: none"> 1. Work with units, components, accessories (specify units, etc); 2. Work on complete systems (specify system or systems); 3. Assemble, disassemble; 4. Install, test; 5. Maintain, repair; 6. Troubleshoot; 7. Calibrate for accuracy; 8. Modify, design; 9. Considered an expert, called on to do unusual jobs (explain). 		
<p><u>ELEMENT C: Technical practices (theoretical, precise, artistic.)</u> Give examples of work you have done on Boiler Plans, Air Conditioning and Electrical systems. Have you had any formal training in these areas?</p>		

Column I	Column II Indicate ob No. or Experience Block on Application to which this refers.	Column III In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade. Tell experience applicable to the position, paid or not paid, part or full-time and hobbies appropriate to the job.
<p>ELEMENT D: Use of measuring instruments.. What mechanical, electrical, and electronic measuring instruments have you used? For what purpose? What types of training or experience have you had in this area? Give examples of use.</p> <p>ELEMENT E: Ability to interpret instructions, specifications, etc., includes blueprint reading. For each of the following types of instructions, write the job number from you application to show where you learned or had to follow them.</p> <ol style="list-style-type: none"> 1. Oral instructions from supervisor; 2. Written instructions from supervisor;; 3. Technical manuals, codes, manufacturer's guides; 4. Drawings, blueprints, charts, maps, etc. 		

<p>Column I</p> <p>ELEMENT F: <u>Ability to use and maintain tools and equipment.</u> List the tools and equipment you can use and tell where you used them. Give examples of the more difficult work you have done with it. Give examples of preventative maintenance work you have done. Are you able to make final check of equipment and systems to detect potential trouble areas?</p>	<p>Column II</p> <p>Indicate ob No. or Experience Block on Application to which this refers.</p>	<p>Column III</p> <p>In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade. Tell experience applicable to the position, paid or not paid, part or full-time and hobbies appropriate to the job.</p>
<p>Column I</p>	<p>Column II</p> <p>Indicate ob No. or Experience Block on Application to which this refers.</p>	<p>Column III</p> <p>In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade. Tell experience applicable to the position, paid or not paid, part or full-time and hobbies appropriate to the job.</p>

ELEMENT G: Knowledge of materials.

List the kinds of material, which you have not described before but which you had to know about. Give examples to show how you used your knowledge.

1. Have used what material, operations, etc., for a particular job was chosen for me.
2. Have selected material, planned operations, etc., on the basis of specifications.
3. Have selected materials, planned operations, etc., on the basis of my own judgment and experience.
4. Have substituted material properly.
5. Have checked or tested material. (Explain how and for what purpose.)
6. Have been consulted for advice on use of material. (Tell by whom)

I, CERTIFY, that all the statements in the above statements are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date